

THE VOICE FOUNDATION'S

Template of Bylaws for Local Chapters

Article 1. Definition and Purpose

This Chapter is composed of a group of TVF members who live or work in [our particular locality] and who, as a matter of geographic convenience, organize ourselves to promote the goals of TVF cooperatively. This Chapter shall engage only in activities that conform to the Foundation's goals and policies.

Article 2. Operational Relationships with the Foundation

2.1 Membership

Dues paying members of TVF are eligible to join a local Chapter. Neither TVF nor Chapter Membership is required to attend a Local Chapter Meeting. Local Chapters may not collect membership fees from anyone who is not first a member of TVF. Only TVF members who are in good standing are eligible to be Chapter Officers. All TVF members may voluntarily assign themselves to a Chapter. A TVF member may be associated with only one Chapter at a time.

2.2 Association contact

On an annual basis, the Chapter shall:

- A. Advise the TVF Office promptly of the names of its newly elected officers.
- B. Provide an annual activities report to the TVF Office.
- C. Obtain a list of TVF members affiliated with the Local Chapter from TVF office.
- D. Obtain a list of TVF members and contact information in the affiliated region from TVF office.
- E. Submit an annual financial report to TVF Office.

2.3 Constraints

This Chapter will:

- A. Operate under local rules and procedures that are consistent with the governing bylaws, and operational policies and procedures of the TVF and the Chapter. Any variations from the governing documents shall be approved through the Foundation's Chapter Committee and Board of Directors prior to becoming effective.
- B. Not own real estate, obligate the TVF to any financial or other commitment, nor use the TVF name without the Chapter designation and only within the guidelines outlining use of the Foundation name and logo.

2.4 Dissolution

The TVF Board may by a two-thirds vote dissolve this Chapter when it is satisfied that the Chapter is inactive and that there is no reasonable hope of its immediate revival, or when it is satisfied that such action is in the best interests of the Foundation. Chapter dissolution shall not affect Foundation membership status of the members assigned to this Chapter. Members of this Chapter, if dissolved, shall be assigned unaffiliated status or reassigned to another Chapter if such exists in this general region and if they so choose. Upon dissolution, all Chapter funds shall revert to the Foundation treasury, and use of the TVF name as a Chapter shall cease.

Article 3. Operations

3.1 Name

The Chapter name is selected by the original organizers but may be changed by a two-thirds vote at a business meeting of the Chapter, a quorum being present. Written notification of the motion to change the name must be given to all Chapter members at least two weeks before the vote. The Chapter name shall be submitted to the TVF Board of Directors for approval, as shall any proposed name change.

3.2 Boundaries

The Chapter's geographical boundaries are proposed by the original organizers and approved by TVF. Any change to the boundaries shall be submitted to TVF for approval. The TVF, with the agreement of TVF's Board of Directors, may change a Chapter's boundaries if deemed in the best interest of the Foundation.

3.3 Chapter Council

The Chapter membership is represented by an elected Chapter Council with powers to take whatever legal and proper actions are necessary for the fulfillment of the Foundation's purposes. All [*chapter name*] Chapter Council Officers must be dues-paying members of TVF.

A Chapter Council is composed at minimum of the President, the Vice President, and at least one additional council member. Roles and number of Council Positions are determined based on Chapter need. The Chapter Council shall meet at the request of the President or at the request of two of its Council members. A majority of the Chapter Council constitutes a quorum. The number of Council officers is determined by majority vote of the existing Chapter Council.

3.4 Responsibilities

The Chapter President, as head of the Chapter Council, is responsible for all operations. The Chapter President delegates duties to the other officers. The following responsibilities must be discharged:

- A. Regularly scheduled program meetings for the membership (at least 1 per year)
- B. Recruitment of new members
- C. Regular meetings of the Chapter Council to handle the Chapter's business
- D. Fiscal controls by means of approved budgets and expenditures, and fiscal operations in accordance with Subsection 3.7 below
- E. Each chapter is responsible for submitting their bank account balance with their annual activities report.
- F. Compliance with U.S. IRS requirements regarding annual information returns. Compliance with local regulations regarding non-profit organization.
- G. Regularly scheduled elections conducted by the Chapter nominating committee in accordance with Subsection 3.5 below. Election frequency is determined by a majority vote of the Chapter Council.

3.5 Chapter elections

It is the President's duty to ensure that procedures for Chapter elections are carried out properly. The results of the election shall be reported to TVF as early as possible so the new President and other Chapter officers can be invited to attend the annual Local Chapters meeting, held in conjunction with the annual Foundation symposium.

3.7 Finances

Chapter funds shall be deposited into a Wells Fargo Commercial Account which will be activated by The Voice Foundation, unless there are no Wells Fargo branches easily accessible for a given chapter. In which case, funds may be deposited in any banking institution that is a member of the Federal Deposit Insurance Corporation (FDIC) or is protected by the credit unions that are members of the National Credit Union Share Insurance Fund (NCUSIF), as shall be determined by the Chapter Council. The Chapter shall operate under a financial budget approved by its Chapter Council. The treasurer is responsible for all disbursements; disbursements must be authorized in writing and checks signed by the treasurer and either the President or the Vice President.

3.8A Chapter Member Dues

For all dues paying members of the chapter, TVF shall charge the regular membership dues of which \$25 of the Associate and Sustaining membership and fifty dollars for the Professional membership and higher levels will be dedicated to the Chapter operations. Dues shall be assessed annually, on a rolling basis. On renewals, there shall be a two-month grace period; if Chapter dues as assessed are not paid within the two-month period, the member's Chapter dues shall be considered to be in arrears, and the member shall be ineligible to serve as a Chapter officer, or to vote on Chapter matters, until the Chapter dues in arrears are paid in full. These dues will be distributed on an annual basis. Chapters may not collect dues from individuals who are not TVF members.

3.9 Services to Non-Members

This Chapter may charge additional fees to non-members for Chapter events. However, the amount charged must be reasonable in relation to the benefit derived. As a not-for-profit educational and charitable organization, services must be made available to members and non-members alike. However, the local Chapter may charge non-members higher fees than charged to members for those services.